# City of Huntington Beach

**Department of Community Development**

**TENANT IMPROVEMENT CORRECTION LIST (2016 CBC)**

2000 Main Street, Huntington Beach, CA 92648

Office: (714) 536 - 5241 Fax: (714) 374 - 1647


| | | | |
|---|---|---|---|
| **PERMIT #:** | ..... | **ADDRESS:** | ..... |
| Date: | ..... | OWNER: | ..... |
| **Plan Checker:** | ..... | Contact Person: | ..... |
| Plan Checker Tel: | ..... | Contact Tel: | ..... |
| Description: | | | |

**INSTRUCTIONS**

- **Please see corrections on submitted plans. Red marked set MUST be returned with revised plans.** Plans resubmitted without the red markup set may result in delayed review time and additional plancheck fees.
- Please note that additional corrections may be required following review of the revised plans. Completion of the corrections and/or submittal of revised plans do not presume approval.
- To expedite your project, please provide a **written** response. Incomplete response may delay approval.
- Appointments need to be made prior to counter checks. Please call the plan checker to schedule an appointment.
- All substantial revisions or additions must be fully clouded with a revision mark.
- Three wet signed sets are required for permit issuance.
- Projects with Zoning Entitlements, Conditions of Approval and Code Requirements identified herein (*see Notice of Action*) and Code Requirements identified in separately transmitted memorandums from each department: Community Development, Fire and Public Works, shall be printed verbatim on one of the first three (3) pages of all the working drawing sets used for issuance of permits (i.e.: Architectural / Structural, Mechanical, Electrical and Plumbing), and shall be referenced in the title block index. The minimum font size utilized for printed text shall be 12 point.

**PLEASE ADDRESS ALL CHECKED CORRECTION ITEMS BELOW**

**PART A. APPROVALS**

- ❑ **Planning Division**: Obtain Planning approval on the final plans prior to issuance of building permit. Call 714-536-5271 for status. (www.huntingtonbeachca.gov/permitonline)
- ❑ **Public Works Department**: Obtain Public Works approval prior to issuance of building permit. Call 714-536-5431 for status.
  - ❑ **Clinics, Hospitals and Dialysis Centers**: Submit a letter to Public Works acknowledging that at times they distribute water from MWD that uses Chloramines.
- ❑ **Fire Department**: Obtain Fire Department approval prior to issuance of building permit. Call 714-536-5411 for status.
- ❑ **County Health Department**: A food service type of occupancy requires a letter of approval from the County Health Department, which must be submitted before building permit may be issued. Call (714) 433-6000 for their plan check processing requirements.
- ❑ **Cal/OSHA**: Note on the plans that a Cal/OSHA permit is required for elevators or wheelchair lifts. This maybe obtained from the State Division of Occupational Safety & Health – Cal/OSHA Elevator Unit. Call (714) 562-7212.

**PART B. GENERAL**

❑ 1. The following plans are required for plan review and shall be drawn to scale with sufficient clarity.

a) Site plans: 1/8”=1’-0” or 1”=10’
b) Floor plans: 1/4"=1’-0”
c) Framing plans: 1/4’”=1’-0”
d) Details: 1/2"=1’-0”
e) Minimum 3-sets are required for review
f) Minimum size: 11”x17”
g) Provide complete details (including disabled access and structural), notes, and specifications

❑ 2. Submitted plans and related documents are not complete. Additional reviewing time may be necessary upon re-submittal. Please submit complete plans for review.

❑ 3. Plans are illegible and/or prints are to light/dark to microfilm. Provide clear legible plans for review.

❑ 4. The “**Application for Certificate of Occupancy**” should be properly filled out and on file prior to issuance of the building permit.

❑ 5. Designer wet signature required on all sheets. (Business & Professions Code 5802)

❑ 6. Licensed architect or professional engineer wet stamp and signature required on all sheets and calculations cover page. Designer / Architect / Engineer contact information required on title sheet and calculations cover page. (Business & Professions Code 5536.1, 5802, & 6735)

❑ 7. Construction & Demolition Debris Waste Diversion Plan. http://www.huntingtonbeachca.gov/files/users/building/C-and-D-Recycling-Worksheet.pdf

**PART C. TITLE SHEET**

❑ 1. Project Info: □ Job address □ Property Owner's name □ Tenant contact information □ Number of stories (CBC 107.2)

❑ 2. Building Info: □ Construction type _____ □ Occupancy type _____ □ Occupant Loads □ Fire Sprinklered? (CBC 107.2)

❑ 3. Provide an occupant load analysis using factors in CBC Table 1004.1.1.1. Include summary by each Occupancy Type with respective floor areas and Occupancy Loads.

❑ 4. The building as shown is a mixed-occupancy building. Provide calculations showing the sums of the ratios of the actual area for each separate occupancy divided by the total allowable area for each separate occupancy does not exceed one. (CBC 508.4.2)

❑ 5. Call out complete scope of work and itemize square footage of new, existing, converted and remodeled areas.

❑ 6. Add Note that the applicable Codes are: 2016 CBC, 2016 CPC, 2016 CMC, 2016 CEC, 2016 California Energy Code, 2016 GBSC, H.B. Municipal Code

❑ 7. _____

**PART D. PLOT PLAN**

❑ 1. Submit fully dimensioned plot plan including:

a) Width of front, rear, and side yards. Clear width is measured from property line to building face or edge of floor overhang or edge of overhang of usable space below roof, canopy, porch, or covered walks. (CBC 107.2 & 506, 602)

b) Location of the tenant space within the building. (CBC 107.2)

❑ 2. Show: □ Accessible parking stalls (CBC 11B-208, 11B-502) □ accessible routes within the boundary of the site from public transportation stops, accessible parking and accessible passenger loading zones, and public streets or sidewalks. (CBC 11B-206)

❑ 3. _____

**PART E. TITLE 24**

❑ 1. T-bar Ceilings: It is not allowed to insulate on T-bar ceilings. {120.7(a)(3)(C) exception}: conditioned space <2000 sf and space between ceiling and roof <12 ft.

❑ 2. Include ENV compliance forms on approved building plan.

❑ 3. _____

**PART F. FLOOR PLAN**

❑ 1. Provide a fully dimensioned floor plan, drawn to scale, showing the size and use of all rooms or areas within the space being improved, modified, altered or converted to a different use/occupancy class. (CBC 107.2)

❑ 2. Indicate use of all adjacent suites or spaces. Show any existing area separation walls, occupancy separation walls, shafts or rated corridors. Identify and provide construction details for all new fire rated walls. (CBC 508)

❑ 3. Safety glazing: Safety glass in all doors and windows located in hazardous locations (CBC 2406)

❑ 4. Any room used that is used for an assembly purpose shall have the capacity of the room posted in a conspicuous place on an approved sign near the main exit or exit-access doorway. CBC 1004.3

❑ 5. Calculate the maximum occupant load per CBC Table 1004.1.2 for each dining room and for waiting areas and for patio dining area in a restaurant and list it on the floor plan.

❑ 6. _____

**PART G. FIRE RESISTIVE CONSTRUCTION**

❑ 1. Note on plans: "*Plans for all fixed fire protection equipment such as standpipes, sprinkler systems and fire alarm systems, must be submitted to Building & Safety and approved by the Fire Department before this equipment is installed*". This requirement may increase the water demand to the site. Therefore, you must contact the Water Engineering Division of Department of Public Works for any questions regarding water supply (714) 536-5921.

❑ 2. Clarify all occupancy separation walls within the unit and with the adjacent tenants (where required). Provide rated construction details on the plans. (CBC 508)

❑ 3. All fire dampered ducts and required access panels must be shown. Listing agency and report number with installation diagram must be shown/copy on the plans. Note on plans that fire damper assemblies, including sleeves, and installation procedures must be at the site for the building inspector's use. (CBC 717)

❑ 4. _____

**PART H. MEANS OF EGRESS**

- ❑ 1. Egress: Provide an egress plan showing all exit signage on approved building plans.
- ❑ 2. Provide a clear and dimensioned Means of Egress system that provides a continuous, unobstructed exit from any occupied point in a building to a public way. (CBC 1001.1)
- ❑ 3. Exit through intervening rooms shall comply with CBC Section 1016.2 provisions.
- ❑ 4. Exit doors must swing in the direction of egress when serving an occupant load of 50 or more. (CBC 1010.1.2.1)
- ❑ 5. Plans must specify exit doors are openable from the inside without the use of a key, special knowledge or effort. (CBC 1010.1.9.3)
- ❑ 6. Every required exit doorway must be of a size to permit the installation of a 3'-0" by 6'-8" door. A minimum clear width of 32 inches must be provided. (CBC 1010.1.1)
- ❑ 7. Plans must indicate the floor or landing on each side of doors is not more than ½ inch lower than the threshold of the doorway. (CBC 1010.1.7)
- ❑ 8. Landings must have a width not less than the width of the stairway, or the width of the door, whichever is greater. Doors in the fully open position must not reduce a required dimension by more than 7 inches. With an occupant load of 50 or more, doors in any position must not reduce the landing dimension to less than half its required width. (CBC 1010.1.6)
- ❑ 9. Enclosed exit access "Corridor" shall be enclosed with 1-hr enclosure in non-sprinklerd buildings. (CBC Table 1020.1)
  - a) Enclosure walls to be one hour fire partitions and doors to be 20 min. rated with automatic closer and self latching hardware.
  - b) Provide a section through rated corridor fire partition (And lid if tunnel corridor)
  - c) Provide a door schedule and specify hardware for each door.
  - d) Corridor door(s) # to be 20 minutes rated with smoke and draft protection and automatic closer. (CBC 716.5.3)
  - e) Fixed windows in corridor fire partitions to be tested as part of CBC 716.2
  - f) Corridors must have a minimum width of 44 inches (where it serves 50 or more persons) & 36 inches (where it serves less than 50 persons). (CBC 1020.2)
- ❑ 10. Except for groups A, B, E, F, M, S, U occupancies located in sprinklered buildings, walls and ceilings of corridors must be of one-hour fire-resistive construction. Provide architectural section through the corridor to show how this is accomplished. (Table 1020.1)
- ❑ 11. Except when only one exit is required provide exit signs complying with Sections 1013 for the exit sign graphics, illumination and power source.
- ❑ 12. Multiple means of egress (including stairs) shall be sized such that the loss of any one means of egress shall not reduce the available capacity to less than 50 percent of the required capacity. (CBC 1005.5)
- ❑ 13. Limit dead ends in hallways/corridors to not more than 20' (50' in sprinklered buildings) when more than one exit access is required. (CBC 1020.4)
- ❑ 14. All occupants shall have access to two exits from the floor. (CBC Tables 1006.3.1) Exceptions:
  - a) Single story building with maximum occupant load of 49 and less than 75 ft travel distance to exit. (CBC Table 1006.3.2(2))
  - b) Two story building with maximum occupant load of 30 occupants per floor and maximum travel distance of 75 ft to exit. (CBC Table 1006.3.2(2))
- ❑ 15. Two exit access doors are required from an office tenant space when the occupant load exceeds 49. (CBC Table 1006.3.2(2))
- ❑ 16. Exit access doorways and exits from floor shall be separated by a distance equal to or greater than 1/2 the diagonal of the suite or floor respectively in non-sprinklered building CBC 1007.1.1. The minimum separation between required exit access doors or exits shall be equal or greater than 1/3 of the diagonal of the space or floor it serves in sprinklered buildings. (CBC 1007.1.1 Exp. 2)
- ❑ 17. When more than one exit or exit access doorway is required, exit access shall be arranged such that there is no dead end in a corridor exceeding 20 ft. (50 ft in sprinklered building). (CBC1020.4)
- ❑ 18. Maximum common path of travel distance which the occupants are required to traverse before two separate and distinct path of egress travel to two exits are available shall not exceed:
  - a) 100 ft, when the occupant load is 30 or less. (CBC1006.2.1)
  - b) 75 ft, when the occupant load exceeds 30.( CBC 1006.2.1)
- ❑ 19. For B occupancy, the maximum travel distance to at least one exit shall be: (CBC Table 1017.2)
  - a) 200 ft. in non-sprinklered building
  - b) 300 ft. in sprinklered building
- ❑ 20. No point in the building shall exceed the distances in Table 1017.1 from an exterior exit, horizontal exit, enclosed stairway, exit passageway, exterior exit stair or ramp measured along the path of travel. The travel distance shall include travel within unenclosed stairways. (1017.1) Note: Travel distance and common path of egress travel each share the same starting point.
- ❑ 21. Means of egress lighting:
  - a) Provide means of egress lighting with emergency power back-up supply. (CBC 1008.3)
  - b) Show location of exit signs when two exits are required. Specify an alternate power source. (CBC 1013.1 & 1013.1.6.3)

c) Provide low level exit signs and exit path marking in corridors serving assembly occupancy and in hotels. Sign to be 6 to 8 inches above the floor and 4 inches from the door frame. (CBC1011.6 & 1011.7)

❑ 22. _____

**PART I. DISABLED-ACCESS PROVISIONS**

❑ 1. In existing buildings the primary path of travel to the specific area of alteration, structural repair or addition, including the primary entrance to the building or facility and sanitary facilities, drinking fountains, signs and public telephones serving the area of alteration shall be made accessible for the disabled (11B-202.4 CBC). Complete details shall be provided on plans.

❑ 2. Provide an accessible route plan showing path of travel from public rights-of-way and parking to the area(s) of improvement. (11B-206.2.1 CBC)

❑ 3. Identify all features that will be altered to bring into current compliance with ( CBC 11B-202.4)

❑ 4. Have accessibility features listed on form demonstrating at least 20% of the construction valuation within the last three years is spent improving access to the facility. (11B-202.4 CBC ) http://www.huntingtonbeachca.gov/files/users/building/Summary-of-Accessibility-Upgrades-for-Commercial-Projects.pdf

❑ 5. Where the valuation threshold is exceeded and full compliance will not be met, have a hardship letter prepared by the designer included on the plans. (11B-202.4 CBC) http://www.huntingtonbeachca.gov/files/users/building/Unreasonable-Hardship-Finding.pdf

❑ 6. The following features and facilities shall comply with all applicable provisions of Chapter 11B:

- ❑ Show an accessible route of travel from the disabled parking space and public way to an accessible primary entrance of the building.( 11B-206.2.1 CBC)
- ❑ A primary entrance into the building, a path of travel from the accessible building entrance to the area(s) of remodel (including an elevator), and a path of travel to sanitary facilities, public telephones and drinking fountains serving the area of remodel.( 11B-202.4 CBC)
- ❑ Show all access features such as existing/new ramps, steps, gates, doors, etc. along the designated accessible route of travel. Identify all steps at door landings and where applicable identify sloping door landings. (11B-206.2.4 CBC)

❑ 7. Show detailed information, including dimensions, on existing handicap parking, ramps, and toilet facilities, to verify conformance with the current requirements. (11B-502 CBC), ( 11B405 CBC), (11B-603 through 11B-606.7 CBC)

❑ 8. Access aisles shall not overlap the vehicular way. Access aisles shall be permitted to be placed on either side of the parking space except for van parking spaces which shall have access aisles located on the passenger side of the parking space. (11B-502.3.4 CBC)

❑ 9. Callout the required minimum corridor and hallway widths and doorway strike-edge dimensions. (11B-403.5.1 CBC), (11B-404.2.4 CBC)

❑ 10. Entrances, exits and paths of travel – entrances, limit threshold = ½" max.; level area 60" in direction of door swing, 48" opposite door swing, 24"(exterior)/18"(interior) jamb clearance; bottom 10" of door to be smooth, uninterrupted surface, etc. (11B-404,2,5 CBC), (11B-404.2.4 CBC), (Table 11B-404.2.4.1 CBC), (11B-404.2.10 CBC)

❑ 11. The maximum effort to operate doors shall not exceed 5 pounds for both the exterior and interior doors. (11B-404.2.9 CBC)

❑ 12. The clearance from the sidewall in the bathroom to the centerline of the w/c shall be 17" minimum and 18" maximum. (11B-604.2 CBC)

❑ 13. Dimension on the plans – minimum aisle width of 36" (44" if serving both sides). (11B-403.5.1 (4) CBC)

❑ 14. For accessible check-stands (i.e. 36" aisle, adjoining counter height = 38" maximum, top of counter lip = 40" maximum, etc.). (11B-904.3.1 CBC) ( 11B403.5.1 CBC), (11B-904.3.2 CBC)

❑ 15. Where dressing rooms, fitting rooms, or locker rooms are provided, at least 5%, but no less than one, of each cluster provided shall be accessible. (11B-222.1 CBC) (i.e. entry doors, mirrors, clothing hooks, benches, etc.). (11B-803 CBC)

❑ 16. For counters and tables (i.e. knee and toe clearances), (27" high, 30" wide and 19" deep),(11B-306 CBC) tops of tables & counters = 28" to 34" and 36" long, etc.). (11B-902 CBC)

❑ 17. In existing buildings and facilities, where not all entrances are accessible. Provide a minimum of one International Symbol of Accessibility at all accessible building entrances. (11B-216.6 CBC)

❑ 18. Tactile exit signs shall be provided at locations as required per (1013.4 CBC)

❑ 19. _____

**PART J. MISCELLANEOUS**

❑ 1. Add the following notes:

- ❑ *Modified fire sprinkler plans and fire-life-safety plans shall be submitted for review, approval and permit issuance (.*CBC 107.2.2)
- ❑ *No framing or T-bar approvals will be granted without the Fire Department approval for the fire sprinklers.*
- ❑ *Exit doors and grilles shall be openable from within without the use of a key or any special knowledge or effort when the space is occupied.* 1010.1.9 CBC), (1010.1.9.3(2) CBC)
- ❑ *Lighting and mechanical fixtures must be supported by additional independent No. 12 gage wires attached to each corner of fixture.*(ASCE 7 Section 13.5.6.2.2, CISCA)
- ❑ *Existing site, accessible parking stalls, restrooms, etc. shall be fully accessible compliant and subject to field verification & approval.* (11B-202.4 CBC)

❑ 2. _____

**PART L. STRUCTURAL**

❑ 1. Exit facilities must be designed for 100 psf live load. (Table 1607.1 CBC Occupancy or use #5, #9, #30 )

❑ 2. _____

❑ 3.

**PART M. ADDITIONAL CORRECTIONS**

**1. For additional comments, see red markup corrections on the submitted set.**

**2. Additional corrections may follow once revised/corrected plans are resubmitted for review.**

# TENANT IMPROVEMENT CORRECTION LIST (2016 CBC)